

CRIME SCENE PROCEDURES

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Division of Primary Responsibility: Investigations

I. PURPOSE:

To give direction to department personnel regarding response to major incidents and responsibilities of the different divisions who will be responding to these incidences, which will preserve evidence, statements, and allow the department to solve, what is usually deemed the most heinous crimes.

II. DEFINITIONS:

Major Crime Scene: A location where a major crime has taken place (or another location where evidence of the crime may be found), and comprises the area from which most of the physical evidence is retrieved by law enforcement personnel, crime scene investigators, or in some circumstances; forensic scientist. Crime scenes may or may not be where the crime was committed. Major crime scenes can be deemed merely based on the size of the scene.

III. OFFICER RESPONSIBILITIES:

- A. The first officer arriving at the scene of a crime will be in charge until particular primary officer receiving the call arrives, or until relieved by their supervisor, or until the CIS Supervisor and/or Detective arrives and officially announces they are taking charge. At all times, a specific officer will be in charge of the scene. It will be their duty to:
1. Protect human life and property, and render aid.
 2. Arrest / detain the suspect, if present.
 3. Notify the on-duty Supervisor or Shift Commander of the type of incident and request additional officers, if needed.
 4. Protect the crime scene by ensuring items within the scene are not disturbed. A supervisor shall assign a specific scene security officer.
 5. The scene supervisor will ensure an outer and inner perimeter is established for the crime scene. The inner perimeter portion of the immediate crime scene will be established using RED crime scene tape. The outer perimeter will be established utilizing the YELLOW crime scene tape.
 6. When necessary, the scene supervisor will establish both a command post and a media staging area. At least one uniformed police officer will be assigned to a command post if established to provide security for the personnel assigned.

7. Identify and isolate witness(es) with particular attention to information that witnesses may overhear from police officers or the police radio. Obtain names and addresses of witnesses and an initial statement.
8. Exclude all unauthorized persons (all persons who do not have an official duty to perform pertinent to the incident should be kept out of the protected crime scene).
9. The scene security officer shall be assigned to list all personnel who enter the crime scene on a Crime Scene Sign-in Sheet, this includes names and pertinent information of Fire, Medical, Police, and other personnel who enter the crime scene.
10. Relay information to WVCC regarding any information immediately pertinent, learned once initial officers arrive on the scene, i.e. involved vehicle descriptions, suspect descriptions, etc.
11. The supervisor in charge of the scene shall ensure all of these requirements are met and call upon any additional support and equipment that might be needed such as, but not limited to; traffic control/barricades, additional lighting, materials used to protect the scene and all the evidence.
12. An officer will be dispatched to the hospital and remain there with victims/suspects until released by the CIS Supervisor, a detective or the officer's immediate supervisor
13. While at the hospital, the officer will take photographs of injuries and collect all clothing and other evidence making sure they are packaged in the appropriate type of package and kept separate to preserve biological evidence. The officer at the hospital will obtain the treating physicians name and an initial report from the doctor on the suspect cause of injury and the patient's status.
14. If the crime scene needs immediate continuing investigation by Detectives, the CIS Supervisor will be notified.
 - a. If Detectives are not available or the officer's supervisor does not feel they are needed, the officer assigned the call will thoroughly complete the investigation.

All officers entering a major crime scene will submit a report documenting the reason for being in the crime scene and all actions taken while there prior to ending their tour of duty.

IV. NOTIFICATION OF CRIMINAL INVESTIGATION SECTION:

A. A CIS Person Crimes Supervisor will be notified in the following cases:

1. Homicide/Robbery:

- a. Homicide.

- b. Any child death.
 - c. Suspicious deaths: Those that are unexplained or may need the expertise of CIS; overdose deaths, suicides or any other deaths with suspicious circumstances. When in doubt, whether or not a death is suspicious, please call. In the case of overdose deaths, also notify the Drug Enforcement Unit.
 - d. Kidnapping.
 - e. Forcible sexual assault.
 - f. Child physical or sexual abuse cases in which the child is still potentially endangered, e.g. the suspect lives in the victim's home or has access to the child.
 - g. Armed robberies with injury, shots fired, suspects in custody, or the need for evidence processing.
 - h. Life threatening assaults or assaults involving weapons.
 - i. Any other person related investigation in which delaying notification would result in risk to life or loss of evidence.
 - j. Officer Involved Use of Deadly Physical Force or In Custody Death Cases.
2. Child Abuse/Sex Crimes:
- a. Responding Officer(s) will inform their supervisor when Criminal Investigation Section contact is needed. The supervisor will contact the CIS Person Crimes Supervisor who will determine the appropriate response.
 - 1) Victims 16 years and older: The responding officer will take an initial statement from the person with the most information, any other witnesses who are available, and will take an initial statement from the victim when the perpetrator is a non-family member or a family member who does not live in the home and is not an immediate threat to the victim.
 - 2) Victims under the age of 15: When the suspect is a non-family member and is not an immediate threat to the victim, the responding officer will take an initial statement from the person with the most information and any other witnesses who are available. The victim WILL be interviewed/scheduled by the Detective assigned the case. The victim interview will be arranged by the Detective assigned to the case.

- 3) Victims under the age of 18: Involving family member perpetrators in the home, the responding officer will take an initial statement from the person who has the most information and any other available witnesses. The child victim WILL be interviewed by the detective assigned the case.

A Patrol Sergeant and/or Shift Commander will consider the aspects of the case and the requirements of this policy in determining whether a CIS Supervisor should be notified.

- b. An immediate threat to the child, the parent(s) of the victim is not protective, fear the perpetrator may and has the means of fleeing the jurisdiction, the state, and/or the country to elude prosecution.
3. Other Crimes:
 - a. Crimes eliciting unusual public interest or having unusual political implications, i.e. sex crimes involving school employees, crimes involving political figures, etc.
 - b. Unusual circumstances which might indicate that immediate detective follow-up is needed.
 - c. If a patrol supervisor feels an investigation needs detective assistance, the CIS Person Crimes Supervisor should be contacted to determine if a detective is available.
4. The initial responding officer will gather physical evidence.
5. An RVA will be requested by the initial responding officer in the event of an adult case involving sexual assault. In the event of a sexual assault involving a child the detective assigned the case will obtain and facilitate the required support for the victim if needed.
6. If emergency medical treatment is not required, but a sexual assault examination is needed, and the victim has no means of transportation; the initial officer will transport the victim to an appropriate hospital. If a detective is responding, notify the detective prior to leaving the scene to determine what investigative processing should occur. If needed, the responding officer/ detective will provide transportation for the victim following the examination.
7. If a detective does not respond; the officer is responsible to:
 - a. Transport the victim to the appropriate medical facility.
 - b. Conduct a thorough interview of the victim in the presence of an RVA (if one is available).
 - c. Take photos of the victim and the scene.

- d. Complete a report and route the report immediately to CIS and place a copy of the initial report on the CIS Person Crimes Supervisor's desk prior to the end of the shift.
8. If a detective does respond, follow directions given by the detective and leave a completed report with the detective prior to leaving at the end of the shift.

V. CRIMINAL INVESTIGATION SECTION RESPONSIBILITIES:

A. Detectives assigned to the crime scene will:

1. Assume responsibility of the investigation upon their arrival. They will be responsible only to their own supervisors and will contact an on-duty sergeant or supervisor, if it is necessary for patrol officers to stay at the scene and assist.
2. Ascertain from patrol officers how far the investigation has progressed in order to avoid duplication of effort.
3. Obtain a detailed description of suspects and property for broadcast by dispatch.
4. Interview witness(es) or ensure patrol officers have obtained a thorough statement. All witnesses will be kept separated until after the interview.
5. Interview suspects in accordance with ORS. 133.400 Recording of Custodial Interviews
6. Request additional aid from outside partners through their supervisor, if needed.
7. Conduct a thorough investigation and gather evidence as appropriate. Provide direction on investigative responsibilities and procedures to the responding officer(s).
8. Conduct thorough follow-up on assigned cases and assist the District Attorney's office with prosecution.
9. Ensure completion of a Forensic Laboratory Form and transfer of Sexual Assault Forensic Evidence (SAFE) Kits and any other items of evidence to the Oregon State Police Crime Lab, has been done by the Property Control Personnel.
 - a. ALL Sexual Assault Forensic Evidence (SAFE) Kits and under garments shall be forwarded to the forensic lab of the Oregon State Police in any case when these items are collected.
 - b. ALL biological evidence, DNA Standards recovered as evidence, etc. shall be sent to the forensic lab of the Oregon State Police upon collection.

VI. CRIME SCENE PHOTOGRAPHY AND AUTHORIZED EQUIPMENT:

- A. Only 35mm, digital cameras, or recording cameras are authorized for use by officers of the department.
- B. A Forensic Crime Scene Specialist will be summoned to the scene of a major incident scene at the discretion of the CIS Person Crimes Supervisor.
- C. Officers are prohibited from using personal cameras to take pictures for their personal use at crime or accident scenes.

VII. EVIDENCE DISPOSITION:

- A. Members involved in investigating sexual assaults will complete a Property/Evidence Form.
 - 1. List the Sexual Assault Forensic Evidence (SAFE) Kit and a victim's undergarments (underwear/panties) on one Property/Evidence Form. This will ensure these items are not looked over when sending required evidence to the lab. Any other clothing or evidence must be listed on a separate form.
- B. Clothing and other evidence wet with blood or other body fluids are biohazards. Refer to Directive 8.05, Property and Evidence Procedures for proper delivery of such evidence items. Universal precautions are recommended, including:
 - 1. Wet body fluids and dry blood: Rubber gloves, mask, and eye protection.
 - 2. Dry body fluids and dry blood: Rubber gloves. If available, mask and eye protection.

House Bill 2154, signed into law on June 1, 2007, eliminates the requirement for law enforcement authorization prior to collection of an Oregon State Police SAFE Kit. HB 2154 establishes a fund for victims of sexual assaults to obtain complete or partial medical assessment. Victims can obtain a medical assessment without law enforcement involvement. The identities of victims can be kept confidential to medical facilities per the victims' request.

- C. 9-1-1 will inform victims of their options of reporting and non-reporting and provide information to the crisis line for assistance, including transportation needs.
- D. Medical facilities will contact advocacy services and will provide the victim their John/Jane Doe SAFE kit number for reporting purposes, should they choose to report within six months.
- E. Members will assign a case number and retrieve evidence. John/Jane Doe reports are anonymous and confidential. Complete separate Property Evidence Receipts for SAFE kits and clothing evidence and document their evidence on the report.

For questions, Officers are encouraged to contact the CIS Person Crimes Supervisor.